

PURPOSE

The safety and security of children is of paramount importance in the transfer of care responsibility from one adult to another. Written records are required confirming the transfer of a child. It is important that the educator establishes a routine for arrival and departure times in their home. The name/s of any adult person authorised by a child's parent to deliver or collect a child from care needs to be known by the educator.

Parents/guardians are to provide in writing (either via the enrolment form, email or text message) any removal or addition to the list of people that are able to collect the child(ren) from care. Educators, if the person is not known to them ie parent/guardian, should ask for photo identification prior to releasing the child(ren) into that person's care.

The attendance records (timesheets) are legal documents and need to be treated as such.

SCOPE

This policy applies to the approved provider, staff, educators, educator assistants and families of Clarence Family Day Care.

POLICY

A child being educated and cared for by an educator can only leave the residence in the following circumstances

- The child is given into care of their guardian or authorised nominee named in child's enrolment record or a person authorised by a guardian named in the enrolment record.
- Is taken on an excursion/outing with prior written permission from a guardian or authorised nominee on child's enrolment.

The child requires medical, hospital or ambulance care or treatment, or because of another emergency.

In this policy, 'parent' does not include someone who is prohibited by a court order from having contact with the child.

PROCEDURE

EDUCATORS

The educator must ensure that any parent/guardian not subject to court/parenting orders can contact their child at any time during the hours the child is attending the service and that opportunities are provided to exchange information about the child at mutually convenient times on an ongoing basis.

An Educator must not prevent a parent of a child in care from entering the family day care area at any time that the child is in care unless that person is subject to a court/parenting order. If there are concerns for the safety of children due to the erratic behaviour of the parent/guardian or authorised pick-up person, the educator needs to take into the safety of all the children in care and themselves.

If a parent, or other person, who has been denied contact/access to the child by court/parenting order, arrives at the educators house the educator will:

- not provide any information to the person about the child
- not allow the person into the premises while the child is attending the service
- not allow the person contact with, or access to the child
- contact the guardian and advise them of the situation
- contact the police (if necessary)
- contact the co-ordination unit staff for help and support

- take all reasonable precautions to ensure the educator’s own safety and the safety of all children in care.

If a child is removed from the educator’s premises by a person not authorised to do so or subject of a court order, parenting order or parenting plan, the educator should contact the child’s guardian, the co-ordination unit and the police immediately.

An educator’s home is not to be used as a point of delivery or collection for access visits, unless a written agreement exists whereby all parties involved (the educator and both parents) have agreed that they are comfortable for this to occur.

Under no circumstances should the educator place themselves or other children at risk.

OFFICE STAFF

Within the bounds of the applicable privacy legislation, Clarence Family Day Care will furnish the educator with any information in its possession regarding residency, access or other specific information regarding children in their care.

PARENTS/GUARDIANS

Parents/Guardians are required to provide copies of any relevant court/parenting orders or parenting plans as well as updating the office and educator of any changes to the enrolment details or nominated emergency contacts for the child’s file.

NATIONAL QUALITY FRAMEWORK

EDUCATION AND CARE SERVICES NATIONAL REGULATIONS	NATIONAL QUALITY AREA	NATIONAL QUALITY ELEMENT/STANDARD
99, 160, 161	2	2.2, 2.2.3
	7	

REFERENCE & RELATED INFORMATION

- Education & Care Services Regulations
- National Quality Framework